

## AGENDA

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
(502) 875-8500**

**SEPTEMBER 20, 2004  
5:00 P.M. (EST)**

- 1. INVOCATION** Glenn Spaulding, Associate Pastor, St. John A.M.E. Church  
**ROLL CALL**  
**MINUTES** August 16, 2004 Regular Meeting; September 2, 2004 Work Session  
**MAYOR'S REPORT**

- 2. CEREMONIAL ITEMS**  
None.

### **3. ORDINANCES**

- 3.1 SECOND READING:** An Ordinance Fixing the Rate of Taxation for the Year 2005 on All Motor Vehicles and Levying Said Tax for All City Purposes.

Purpose: The purpose of this item is to consider an ordinance to set the tax rate for motor vehicles for the year 2005 at 22.7 cents per \$100 valuation.

Background: The tax rate must be set no later than 10/1/04, as required by the Kentucky Department of Revenue. The tax rate proposed for 2005 is the same rate as approved for 2004.

This ordinance had its first reading 8/16/04.

Recommendation: Approval.

Attachments: Ordinance.

#### Contact Person

Name: James C. Rogers  
Title: Director  
Department: Finance  
Phone: (502) 875-8505  
E-mail: Jrogers@fewpb.com

- 3.2 PUBLIC HEARING AND FIRST READING:** An Ordinance Fixing the Rate of Taxation for the Year of 2004 on All Tangible Property Subject to Tax, Trust and insurance Companies, Public Service Companies and Levying Said Tax for All City Purposes.

Purpose: The purpose of this item is to consider an ordinance setting the tax rate for 2004 Ad Valorem Taxes (allowing 4% increase) and setting the rate for 2004 Insurance Taxes.

Background: Proposed rates for 2004 are as follow:

(For General Fund Purposes)

- |                     |            |
|---------------------|------------|
| 1. Ad Valorem       | 19.3 cents |
| 2. Insurance Shares | 15.0 cents |

Rates are levied for each \$100 valuation.

The 2003 ad valorem tax rate was set at 19.6 cents.

Financial Analysis: By adopting the above rate, the City will net an additional \$105,881 in general fund revenue. Included in the \$105,881 is \$15,611 derived from new property.

Recommendation: Approval.

Attachment: Public Hearing Notice.  
Ordinance.

Contact Person

Name: James C. Rogers  
Title: Director  
Department: Finance  
Phone: (502) 875-8505  
E-mail: jrogers@fewpb.com

3.3 **FIRST READING:** An Ordinance Permitting Temporary Off-Site Sale or Display Events of Motor Vehicles by Motor Vehicle Dealers.

Purpose: The purpose of this item is to consider an ordinance permitting temporary off-site sale or display events of motor vehicles by motor vehicle dealers.

Background: In 2003 the Kentucky Legislature amended KRS 190.030 (House Bill 219) by permitting the temporary sale or display of motor vehicles if the temporary sale or display is permitted under an enabling ordinance enacted by the local government within whose boundaries the temporary sale or display is to be conducted.

The proposed ordinance sets the following conditions and obligations which must be met:

- motor vehicle dealer shall hold proper business license to sell motor vehicles within the corporate limits of the City of Frankfort;
- § dealer shall comply with all City Planning and Building Codes requirements and ensure that the site for the event shall be in compliance with all applicable City requirements and standards; and
- § the site and dealer shall comply with all proper business regulations and requirements.

Recommendation: Approval.

Attachments: Ordinance.

Contact Person

Name: Tony Massey  
Title: City Manager  
Department: City Manager  
Phone: (502) 875-8500

E-mail: Amassey@fewpb.com

**3.4 FIRST READING:** An Ordinance Creating the Position of EMS Shift Supervisor.

Purpose: The purpose of this item is to consider an ordinance establishing the position of EMS Shift Supervisor as a duty assignment within the EMS Division of the Fire Department.

Background: The position of one EMS Shift Supervisor per crew was proposed and funding was allocated during the FY 2004/2005 budget process. The compensation for these positions will be \$3,000 each per year in the form of annual incentive (or differential pay) similar to the incentive system for paramedics. One supervisor will be appointed on each of the three crews to assist the EMS Director with EMS procedures, inventory control, liaison to hospitals, nursing homes, hospice, etc. They will also assist with quality control, reviewing incident reports for accuracy and completeness, and numerous other duties as described in the job description. These positions are duty assignments filled from the rank of firefighter. Personnel must maintain paramedic certification while assigned to the position.

Recommendation: Approval.

Attachments: Ordinance.  
Position Job Description.

Contact Person

Name: Wallace Possich  
Title: Fire Chief  
Department: Fire  
Phone: (502) 875-8511  
E-mail: wpossich@fewpb.com

**4. ORDERS**

**4.1** An Order Authorizing the Mayor to Execute State and Local Task Force Agreement between the City of Frankfort and the Drug Enforcement Administration.

Purpose: The purpose of this item is to consider an order authorizing the mayor to execute a Task Force Agreement with the Drug Enforcement Administration (DEA) for the purposes outlined in the task force agreement.

Background: This is a renewal of an existing DEA/Drug Task Force contractual agreement.

Recommendation: Approval.

Attachments: Order.  
Agreement.  
Certifications Regarding Lobbying; Debarment, Suspension and Other  
Responsibility Matters; and Drug-Free Workplace Requirements.

Contact Person

Name: Ted W. Evans  
Title: Chief of Police  
Department: Police

Phone: (502) 875-8523  
E-mail: tevans@fewpb.com

- 4.2 An Order Repealing Orders No. 9 & 14, 1995 Series; Order No. 5, 1996 Series; Order No. 4, 1998 Series; Order No. 5, 1999 Series; and Order No. 4, 2002 Series, Relating to Drug and Alcohol Policy, and Adopting the City of Frankfort Alcohol and Drug Free Workplace Guidelines and Procedures.

Purpose: The purpose of this item is to consider repealing the existing Drug and Alcohol Policy and adopt the City of Frankfort Alcohol and Drug Free Workplace Guidelines and Procedures.

Recommendation: Approval.

Attachments: Order.  
Alcohol and Drug Free Workplace Guidelines and Procedures.

Contact Person

Name:	Tony Massey	Robert C. Moore
Title:	City Manager	City Solicitor
Department:	City Manager	City Manager
Phone:	(502) 875-8500	(502) 227-2271
E-mail:	Amassey@fewpb.com	

- 4.3 - 4.5 Each of these orders are Memorandums of Agreement for Use of Facilities with the City of Frankfort.

Background: For several years, the City and the school systems have had written agreements concerning athletic fields. The shared agreements result in savings for each party.

Attachments: Memorandum from Parks & Recreation Director dated 9/15/04.  
Memorandum from Parks & Recreation Deputy Director dated 8/11/04.  
16-18 Senior Traveling Teams dated 8/17/04.

Contact Person

Name: Steve Brooks  
Title: Director  
Department: Parks and Recreation  
Phone: (502) 875-8575  
E-mail: Sbrooks@fewpb.com

- 4.3 An Order Authorizing the Mayor to Enter into a Memorandum of Agreement for Use of Facilities between the City of Frankfort and the Frankfort Independent Board of Education.

Attachment: Order.

- 4.4 An Order Authorizing the Mayor to Enter into a Memorandum of Agreement for Use of Facilities between the City of Frankfort and the Franklin County Board of Education.

Attachment: Order.

4.5 An Order Authorizing the Mayor to Enter into a Memorandum of Agreement for Use of Facilities between the City of Frankfort and Kentucky State University.

Attachment: Order.

## 5. RESOLUTIONS

5.1 Resolution Authorizing the Filing of an Application for 2005 Recreational Trails Program Grant Funds.

Purpose: The purpose of this item is to consider a resolution authorizing the filing of an application with the Governor's Office of Local Development for 2005 Recreational Trails Program Grant for wetland development at Cove Spring Park.

Background: In 2002, the City applied for a \$46,000 grant to develop trails, shelters and interpretive resources in the wetland portion of Cove Spring Park. The grant was partially funded at approximately \$18,000. This grant application seeks to fund most of the remaining elements that were previously unfunded. These include:

100 feet of elevated walkway with an observation deck	\$ 5,000
Shelter to be placed on an existing elevated walkway	12,000
Handicapped access ramp	2,500
Information kiosk	2,500
Interpretive signage	3,000
TOTAL grant request	\$ 25,000

Financial Analysis: City match will primarily consist of equipment and labor for construction, with approximately \$8,000 projected to be available for additional match if needed from Cove Spring operating accounts. This will depend on City labor availability.

Recommendation: Approval.

Attachments: Resolution.

Contact Person

Name:	Steve Brooks	Andrew Cammack
Title:	Director	Arborist
Department:	Parks and Recreation	Parks and Recreation
Phone:	(502) 875-8575	(502) 803-0764
E-mail:	Sbrooks@fewpb.com	

## 6. CONSENT CALENDAR

*Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.*

6.1 Bid Award – 2005 Chevrolet CC 8500 Dump Truck. (Public Works Department)

Purpose: The purpose of this item is to consider a bid award to Jeff Jones Chevrolet for one 2005 Chevrolet CC 8500 Dump Truck with snowplow and salt spreader.

Background: The Street Division requires a new dump truck to replace a 1989 International dump truck with over 100,000 miles. The older model dump truck will be declared surplus.

The 2005 Chevrolet Dump Truck will be purchased through Kentucky State Price Contract #C-04500521 in the amount of \$80,600.

Financial Analysis: Funding is allocated in the amount of \$80,600 in the Street Division's Equipment Account # 100-62-56550 for this purchase.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Jeff Hackbart  
Title: Director  
Department: Public Works  
Phone: (502) 875-8563  
E-mail: jhackbrt@fewpb.com

6.2 Bid Award – 2005 Ford F-150 Four-Wheel Drive Pickup Truck. (Fire Department)

Purpose: The purpose of this item is to consider a bid award to Countryside Motors of Lawrenceburg for one 2005 Ford F-150 Pickup Truck.

Background: The Fire Department requires a new pickup truck to replace a 1996 Ford Explorer currently assigned to the Public Education Officer. This vehicle is budgeted in FY 2004-2005 and will be purchased through Kentucky State Price Contract #C-01012418 in the amount of \$22,389.

Financial Analysis: Funding in the amount of \$22,000 is allocated in equipment account 100.42.56550 for the vehicle, with the balance of \$389 in savings from other purchases available from the same equipment account.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Wallace Possich  
Title: Fire Chief  
Department: Fire  
Phone: (502) 875-8511  
E-mail: wpossich@fewpb.com

6.3 Joint Funding Agreement with U.S. Geological Survey, Kentucky River Lock 4 Gaging Station. (Sewer Department)

Purpose: The purpose of this item is to consider a Joint Funding Agreement with the U.S.

Geological Survey for the continued operation and maintenance of a Gaging Station on Kentucky River Lock 4 for a period of 10/1/04 through 9/30/05.

Background: The U.S. Army Corps of Engineers turned the operation of Lock 4 over to the Kentucky River Authority in 2001. The flows from the gaging station located upstream of the lock have been funded by the Corps of Engineers. With transfer of responsibility, the U.S. Geological Survey will no longer track flows on the Kentucky River. This Agreement will allow the Sewer Department to continue to access the flow information for its KPDES Permit.

Financial Analysis: Annual cost to the City in the amount of \$2,580 is allocated in Sewer account 200.68.53295.

Recommendation: Approval.

Attachments: Joint Funding Agreement.

Contact Person

Name: William R. Scalf, Jr.  
Title: Director  
Department: Sewer  
Phone: (502) 875-2448  
Email: wscalf@fewpb.com

6.4 Agreement with Kentucky Baptist Convention for 2005 Kentucky Changers Project. (Planning and Building Codes)

Purpose: The purpose of this item is to consider an agreement with Kentucky Baptist Convention for Kentucky Changers to make minor improvements to approximately ten (10) low to moderately low single-family homes (non-rental) within the City limits.

Background: This is an ongoing community project that the City assists in order to improve the quality of life for those within the City limits of Frankfort, in which Kentucky Changers supply labor in exterior maintenance repair projects, with City to provide materials and supplies. In July, 2004 the City and the Kentucky Changers were able to assist nine (9) homes at the cost of approximately \$11,076.

Financial Analysis: Funding in the amount of \$13,000 is available from the Frankfort Housing Corporation Account (Old Urban Renewal Program) - #540-00-51100.

Recommendation: Approval.

Attachments: Agreement.

Contact Person

Name: Gary Muller  
Title: Director  
Department: Planning and Building Codes  
Phone: (502) 352-2100  
E-mail: Gmuller@fewpb.com

6.5 Change Order #2 on Streetscape Phase 2 Project – Meyer Midwest, Inc. (Public Works Department)

Purpose: The purpose of this item is to consider Change Order #2 for the Streetscape Phase 2 Project with the General Contractor, Meyer Midwest, Inc.

Background: Meyer Midwest requests payment for electrical items that were required by the Frankfort Plant Board to complete the installation of the underground electric for the Phase 2 Streetscape Project. The additional work included:

- 1) Four runs of 5" conduit in trench #9
- 2) Sweeping 90 degree elbows at the intersection of Broadway and Lewis
- 3) Sweeping 90 degree risers at utility pole #7234
- 4) Relocate and extend sixteen (16) streetlights to higher elevations.

Change Order items #1 and #2 resulted from conflicts with undiscovered underground utilities. The additional items of work were reviewed and approved by Joe Grider, project engineer. Total cost for the change order is in the amount of \$14,019.64.

Financial Analysis: Change Order #2 in the amount of \$14,019.64 will increase the contract price from \$524,669.47 to \$538,689.11. Funds are available in the Reserve for Contingency Account 100.95.53295.

Recommendation: Approval.

Attachments: Change Order #2.  
Art's Electric Inc. Change Order.  
Letter from Meyer Midwest, Inc. dated 8/12/04.

Contact Person

Name:	Jeff Hackbart	Joe Grider
Title:	Director	Project Engineer
Department:	Public Works	Grider Engineers
Phone	(502) 875-8563	(502) 695-5885
E-mail	jhackbrt@fewpb.com	

6.6 Sewer Extension Contract with Franklin County Public Schools for the new Bridgeport Elementary School. (Sewer Department)

Purpose: The purpose of this item is to consider a sewer extension contract with Franklin County Public Schools for Bridgeport Elementary School at corner of Kings Daughters Drive and Hospital Drive, to accept improvements including one private pump station and 875 feet of 4-inch force main owned and maintained by the Franklin County Public Schools.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the City, a contract must be entered into between the developer and the City of Frankfort.

Monte Chance, the Superintendent of Franklin County Public Schools, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Sewer Department for review and approval. The Kentucky Division of Water has approved the sanitary



sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr.  
Title: Director  
Department: Sewer  
Phone: (502) 875-2448  
E-mail: wscalf@fewpb.com

6.7 Sewer Extension Contract with Franklin County Public Schools for Western Hills High School. (Sewer Department)

Purpose: The purpose of this item is to consider a sewer extension contract with Franklin County Public Schools for Western Hills High School at 100 Doctors Drive, to accept improvements including a private sewer extension owned and maintained by the Franklin County Public Schools including 4 new manholes; 260 feet of 8-inch SDR 35 pipe and 70 feet of 6-inch SDR 35 pipe.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the City, a contract must be entered into between the developer and the City of Frankfort.

Monte Chance, the Superintendent of Franklin County Public Schools, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Sewer Department for review and approval. The Kentucky Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr.  
Title: Director  
Department: Sewer  
Phone: (502) 875-2448  
E-mail: wscalf@fewpb.com

6.8 Authorization to File Application for FEMA Fire Prevention and Safety Grant. (Fire Department)

Purpose: The purpose of this item is to consider filing of application for FEMA Fire Prevention and Safety Grant funds to be used for public education programs.

Background: Congress has appropriated funds for eligible fire departments. This funding is available to departments in cities of Frankfort's population size on a 10% matching basis and the grants are very competitive. The grant application period is open 9/1/04 through 9/30/04.

Funding in amount of \$63,600 will be requested for specific public education programs. These include a safety/sprinkler trailer, educational videos and risk watch curriculum.

Financial Analysis: Up to \$6,360 would be required from the City as a 10% match. If the grant is approved, the funds will need to be appropriated in FY 2005/2006.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Wallace Possich  
Title: Fire Chief  
Department: Fire  
Phone: (502) 875-8511  
E-mail: wpossich@fewpb.com

6.9 Authorization to File Grant Application with Kentucky Injury Prevention and Research Center for Participation in Mini-Grant Program. (Fire Department)

Purpose: The purpose of this item is to consider filing of grant application with Kentucky Injury Prevention and Research Center (KIPRC) for participation in mini-grant program for providing smoke detectors.

Background: The KIPRC has received funding from the National Center for Injury Prevention and Control of the Centers for Disease Control and Prevention (CDC) to fund a limited number of residential fire safety projects in Kentucky. Local agencies selected will receive a minimum of 300 lithium battery powered smoke alarms to install in households they serve. In addition, chosen agencies will receive fire safety and smoke alarm information, training materials for the installers, \$1,000 credit for fire safety materials and \$2,000 reimbursement for expenses. Applications are being accepted through 9/30/04.

Financial Analysis: No matching funds are required.

Recommendation: Approval.

Attachments: Grant application.

Contact Person

Name: Wallace Possich  
Title: Fire Chief  
Department: Fire  
Phone: (502) 875-8511  
E-mail: wpossich@fewpb.com

6.10 Personnel

<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Effective Date</u>	<u>Other</u>
Retirement	Larry R. Williams	Fire	8/31/04	Battalion Chief, authorize

Payment accrued leave: 343  
hrs. vacation, 49 hrs. holiday,  
40 hrs. compensatory

Promotion	Gregory L. Riggs	Fire	9/21/04	Battalion Chief from rank of Captain
Promotion	William Satterley	Public Works	9/21/04	Equipment Operator I from Maintenance Worker position
	Eddie L. Wiley	Public Works	9/21/04	Equipment Operator II from Equipment Operator I position
Appointment	Richard W. Tucker David L. Schroerlucke Jonathan K. Fields	Police	10/5/04	Patrol Officer
Resignation	Dona Chermie Maxwell	Planning & Building Codes	8/20/04	Office Assistant
Resignation	Jesse Brownlee	Sewer	9/1/04	Collection System Maintenance position, authorize payment 10 hours accrued vacation leave
*Conditional Offer of Employment	Dan Allen	Fire		Firefighter
**Conditional Offer of Employment	Robert Courtney Darrell Tracy II	Police		Patrol Officer

\*Contingent upon successful completion of physical examination.

\*\*Contingent upon successful completion of physical, psychological, polygraph and drug screen examinations.

Attachments: None.

Contact Person

Name: John Morrow  
Title: Personnel Director  
Department: City Manager's Office  
Phone: (502) 875-8500  
E-Mail: Jmorrow@fewpb.com

**7. BOARD APPOINTMENTS**

Electric & Water Plant Board.

**8. OLD BUSINESS**

None.

**9. NEW BUSINESS**

Rev. #3, 9/15/04

None.

**10. CITIZEN COMMENTS (Non-agenda items)**

**11. COMMISSIONER COMMENTS**

**12. ADJOURNMENT**